

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**HUMAN RESOURCES DEVELOPER**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to plan, develop, conduct, and/or evaluate training and development or other informational programs. Work includes coordinating and conducting training sessions, workshops, conferences, and seminars on a variety of issues. Programs may be designed to train and develop departmental employees or to inform or educate external customers regarding state programs and services.

There are five classifications in this job.

**Position Code Title – Human Resources Developer (Departmental Trainee)-E**

Human Resources Developer (Departmental Trainee) 9

This is the entry level. As a departmental trainee, the employee carries out a range of professional human resources developer assignments while learning the methods of the work.

**Position Code Title – Human Resources Developer-E**

Human Resources Developer 9

This is the entry level. As a college trainee, the employee carries out a range of professional human resources developer assignments while learning the methods of the work.

Human Resources Developer 10

This is the intermediate level. The employee performs an expanding range of professional human resources developer assignments in a developing capacity.

Human Resources Developer P11

The employee performs a full range of professional human resources developer assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Human Resources Developer-A**

Human Resources Developer 12

The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

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### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans and develops comprehensive training and informational programs; includes researching materials and preparing content and visual aids.

Conducts training sessions, workshops, conferences, and seminars on a specific subject area.

Develops assessment techniques and evaluates programs such as staff development, training, and workplace safety; makes or recommends improvements.

Develops or selects training and program materials such as handbooks, demonstration models, multimedia visual aids, reference works, etc.

Surveys trainees to measure their learning progress and to evaluate the effectiveness of training presentations.

Develops programs for or instructs supervisory personnel or others on the techniques of training.

Evaluates training and materials and recommends acquisition of external training assistance.

Determines whether programs meet acceptable standards as set by law, federal guidelines, etc.

Conducts research and surveys, analyzes information, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Human Resource Developer 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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### **Human Resource Developer 12 (Senior Worker)**

Performs, on a regular basis, professional human resources developer assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of the principles and techniques of staff development, training, and other programs.

Knowledge of the theories of learning and motivation.

Knowledge of planning and evaluating training and programs.

Knowledge of various training and instructional materials and their uses.

Knowledge of the methods of conducting training sessions.

Ability to prepare and/or select training and program materials.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement.

Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

#### **Additional Knowledge, Skills, and Abilities**

### **Human Resource Developer 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

None.

### **Physical Requirements**

None.

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### **Education for Human Resources Developer 9-12**

Possession of a bachelor's degree in any major.

### **Experience for Human Resources Developer 9-12**

#### **Human Resource Developer 9**

No specific amount or type is required.

#### **Human Resource Developer 10**

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer in state service.

#### **Human Resource Developer P11**

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer in state service, including one year equivalent to an intermediate level Human Resources Developer.

#### **Human Resource Developer 12**

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs including one year equivalent to a Human Resources Developer P 11.

### **Education and Experience for Human Resources Developer (Departmental Trainee) 9**

Educational level typically acquired through completion of high school and four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as an E9-, E10-, or E11-level worker in a technician or paraprofessional ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

Educational level typically acquired through completion of high school and one year of experience as a second-line supervisor in an ECP Group Three classification.

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### **Educational Substitution**

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
HUMRESDEV

**Job Code Description**  
Human Resources Developer

#### **Position Title**

Human Resource Developer (Departmental Trainee)-E  
Human Resource Developer-E  
Human Resource Developer-A

#### **Position Code**

HUMRDTRE  
HUMRDEVE  
HUMRDEVA

#### **Pay Schedule**

NERE-002P  
NERE-174  
NERE-180

ECP Group 2  
Revised 9/9/02  
SH/VLWT/ML/KLLB